



## Illinois Department of Corrections

### Administrative Directive

Number: <b>01.17.105</b>	Title: <b>Maintenance of Industry Buildings, Equipment and Utilities</b>	Effective: <b>5/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Acting Director
<b>Supersedes:</b>	01.17.105 effective 4/1/2018

<b>Authority:</b> 730 ILCS 5/3-7-3	<b>Related ACA Standards:</b> 5-ACI-2A-01, 5-ACI-7A-07-08
<b>Referenced Policies:</b>	<b>Referenced Forms:</b>

#### I. POLICY

The Department shall repair and maintain the physical plant and equipment related to Correctional Industries.

#### II. PROCEDURE

##### A. Purpose

The purpose of this directive is to establish a written policy specifying responsibility for repair and maintenance of the physical plant and equipment, and liability for utility expenses.

##### B. Applicability

This directive is applicable to all correctional facilities within the Department that operate Correctional Industries programs and the Correctional Industries Central Office.

##### C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

##### D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

##### E. Requirements

1. The Industry Superintendent shall inform the facility's Chief Engineer of any repairs required to buildings used in the Correctional Industries programs.
  - a. The Chief Engineer shall repair and maintain the physical plant.
  - b. All major repair work shall receive prior approval of the Chief Administrative Officer and the Facility Administrator, following consultation with the Correctional Industries Central Office if production is to be disrupted.
  - c. The Chief Engineer shall inform the Industry Superintendent, the Shop Supervisor and the Facility Administrator of any repair or maintenance work to be performed on the physical plant that might interrupt production. Scheduling of such repair and maintenance shall be subject to the approval of the Industry Superintendent.

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2. The Industry Superintendent shall maintain the equipment.
    - a. In all cases where maintenance costs exceed \$1000.00, the Industry Superintendent shall obtain approval of the Industries Central Office before expending funds.
    - b. The Industry Superintendent shall inform the Facility Administrator before major repairs are made to equipment that will cause lay-in of offenders. The Industries Central Office and the Facility Administrator shall be informed after repairs are complete.
    - c. The Industries Superintendent shall develop and maintain a written preventive maintenance program for all production equipment in compliance with Department policies and procedures.
  3. The facility shall provide all utilities required for the operation of Correctional Industries programs.
    - a. All other extraordinary utility expenses not required for operation of the program shall be provided by Correctional Industries.
    - b. Any disagreement regarding the responsibility of utilities shall be resolved by the Chief Financial Officer.
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